

E-Mail ALPERSRU R/99

Subj: SDAII CENTRALIZATION AND WORKSTATION III ACCESS

Introduction This E-mail ALPERSRU describes User Access Authorization Form requirements for SDA II on Workstation III.

Discussion User Access Authorization Forms will be required for all users (Active and Reserve) in order to access SDAII on Workstation III. Complete the form as shown in the example below. Acknowledgment, (Signature and Date) are required on the form.

Example	User's Name YNC John W. Doe or John W. Doe (civilian)	Unit Name CG Group Anywhere	
	SSN: 999 99 9999		
	Chief of PERSRU Y/N Auditor Y/N	DISTRICT OPFAC RU 53 47400 02	User Phone # 999/999-9999

Action Attached is the User Access Authorization Form. A copy shall be given to each user, including Reserve members who access SDAII. This should be completed within 5 days of receipt and returned so that no delays are encountered during implementation of SDAII Centralization.

Batch together completed and signed forms and mail to:
Commanding Officer (SDAII)
USCG, Human Resources Service and Information Center
444 S. E. Quincy St.
Topeka, KS 66683-3591

If a user is on leave for an extended period or a reserve member will not be drilling for several weeks, have him/her complete and return at the earliest possible date.

HRSIC will forward completed forms to OSC who will add users based on receipt of access authorization form. Without a signed form, the user will not have access to SDAII on Workstation III.

Questions Questions may be directed to the HRSIC SDAII Team at 785-357-3648.

Released by //

G. E. SENA
Executive Officer

U. S. Department of Transportation		USER ACCESS AUTHORIZATION/REVOCATION	
User's Name		Unit Name	
SSN			
Chief of PERSRU Y / N	Auditor Y / N	DISTRICT OPFAC RU	User Phone #
Part 1 - Authorization to Access Automated Information Systems			
System: SDAII Database		<i>For System Administrator's Use</i>	
		Login Name	Activated Canceled
<p align="center">Scope of Authorization</p> <p><i>Subject to the limitations which follow, the user is authorized access to the computer systems identified above. This authorization contains no implied authorization to access any computer system of the United States Government not specifically identified herein, and will be revoked upon separation, retirement, reassignment of duties, change of organization or when determined by the Information Systems Security Officer to be in the best interest of the Government.</i></p> <p>WARNING: Only Authorized Users May Use These Systems. To protect these systems from unauthorized use and to ensure that these systems are functioning properly, system administrators monitor these systems. Individuals using these systems without authority, or in excess of their authority, are subject to having all of their activities on these systems monitored and recorded by system personnel. In the course of monitoring individuals improperly using these systems, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using these systems expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, management may authorize system personnel to provide the evidence of such monitoring to law enforcement officials.</p> <p>LIMITATIONS:</p>			
Authorizing Official <i>(Signature and Date)</i>		IS Security Officer <i>(Signature and Date)</i>	
<p align="center">Acknowledgment</p> <p>I understand that I am authorized to access the computer systems identified above and that accessing them for purposes beyond the Scope of Authorization is a violation of Federal law (18 U.S.C. 1030 et al). My password meets the DOT Information Systems Security requirements, and I may be held responsible for my inappropriate protection or sharing of my password.</p>			
_____ User's Signature		_____ Date	
Part 2 – Revocation of Access Authority			
<p align="center">Notice to User</p> <p>You are hereby notified that the above access authorization has been revoked and the associated login name and password have been canceled. To access a United States Government computer without authorization is a violation of Federal law (18 U.S.C. 1030 et al). <i>Authorization to access another United States Government computer system does not imply reinstatement of the authorization being revoked.</i></p>			
_____ Information Systems Security Officer's Signature		_____ Date	
<p align="center">Acknowledgment</p>			
_____ User's Signature		_____ Date	

PRIVACY ACT INFORMATION